



WILSON'S SCHOOL WHISTLE-BLOWING POLICY

Date approved by Trustees: March 2026
Date of next review: March 2028

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1. AIMS

- 1.1 The Trust Board of Wilson's School is committed to the highest standards of openness, honesty, probity, integrity and accountability. Employees who have serious concerns about wrongdoing in any aspect of the School's work are expected to report such suspected wrongdoing as soon as possible without fear of victimisation, discrimination or disadvantage.
- 1.2 All disclosures will be handled promptly, appropriately, fairly and professionally.

2. SCOPE

- 2.1 This non-contractual policy applies to all employees, regardless of length of service.
- 2.2 It covers concerns raised in the public interest about suspected wrongdoing, including:
- Conduct which is a criminal offence or a breach of the law
 - Financial impropriety or misuse of public funds
 - Systemic or procedural failures leading to an inadequate quality of child welfare
 - Breach of internal policies or safeguarding standards
 - Miscarriages of justice
 - Health and safety risks
 - Environmental Damage
 - Deliberate concealment of any of the above

2.3 This policy does not cover personal employment complaints or grievances. Where informal resolution has not been possible these should be raised under the Grievance Procedure.

2.4 There are existing reporting procedures in place to enable staff to report concerns about the behaviour of an individual person relating to child protection and safeguarding (see the Child Protection and Safeguarding Policy and Procedures).

3. PROTECTION AND SUPPORT

- 3.1 Employees will not suffer detriment, harassment or victimisation for raising genuine concerns in good faith.
- 3.2 Employees who raise genuine concerns under this Policy will be provided with access to appropriate advice and support throughout the process as required.
- 3.3 If it is found that an employee has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

4. CONFIDENTIALITY

- 4.1 Confidentiality will be respected wherever possible, subject to legal requirements.
- 4.2 All concerns will be treated in confidence, subject to the involvement of appropriate personnel in the investigation of the concern.
- 4.3 Those investigating the concern will not reveal the identity of the member of staff as part of the investigation without their express consent to do so. However, employees should be aware

that, regardless of the steps taken to preserve confidentiality, there is always the risk that colleagues may speculate about who has raised the concern.

5. ANONYMOUS ALLEGATIONS

5.1 It is the aim of this Policy that employees feel able to put their name to the allegation whenever possible.

5.2 Anonymous disclosures may be considered at the discretion of either the Executive Head or the Chair of Trustees but are harder to investigate and limit the provision of feedback.

6. HOW TO RAISE A CONCERN

6.1 Employees should normally first raise any concerns with their immediate line manager.

6.2 If this is inappropriate due to the nature of the suspected wrongdoing or because no action is taken within a reasonable time frame after first raising the issue, the employee should contact the Executive Head.

6.3 If the concern is about the Executive Head or the employee feels that it is inappropriate due to the nature of the suspected wrongdoing to raise the matter with the Executive Head, they should raise the issue with the Chair of Trustees (via the Governance Professional).

6.3 Concerns may be raised verbally or in writing and employees are encouraged to provide as much detail as possible including dates and facts. The employee should state clearly whether they wish to be identified within the investigation. Although the employee is not expected to prove beyond doubt the truth of the suspicion or provide evidence for the issue to be investigated further, they will need to demonstrate to the person contacted that there are reasonable grounds for their concern.

6.4 Employees are always encouraged to raise concerns internally first. In certain cases, disclosures may be made to a prescribed regulator or body. Guidance is available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/510962/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

7. INVESTIGATION AND OUTCOME

7.1 All disclosures will be taken seriously. Initial enquiries will determine whether an investigation is appropriate and its scope.

7.2 Investigations may involve other employees, senior leaders, Trustees, external auditors or independent investigation.

7.3 Employees may be accompanied by a colleague or a trade union representative at any meeting or interview which might be required as part of the disclosure or subsequent investigation.

7.4 A summary of any meeting or interview held will be produced for record keeping purposes and a copy will be provided to the employee.

7.5 Disclosures or allegations which fall within the scope of specific procedures (for example, child protection concerns relating to the behaviour of an individual) will be referred for consideration under those procedures.

7.6 Within 20 school days of a disclosure being made, the employee will receive a written acknowledgement and an outline of the next steps along with information on staff support mechanisms. Feedback will be provided where possible, subject to legal constraints.

8. FURTHER ACTION

8.1 External sources of advice and guidance about whistle-blowing include::

- Government: www.gov.uk/whistleblowing
- Independent Charity - Protect: 020 7404 6609 / www.protect-advice.org.uk

8.2 Employees who believe they have been treated unfairly after whistle-blowing may seek advice from ACAS (0300 123 1100) or their trade union. Employment Tribunal claims require prior ACAS conciliation.

8.3 If an employee takes the matter outside the school, they must not disclose confidential information.